

## IN SEARCH OF...



**Part time church sexton position available at Hope UCC Wind Gap.** Send resume to P.O.BOX 425 Wind Gap, PA 18091 or call the church office FMI 610-863-4474.

**Administrative Assistant/Secretary** - First UCC, 501 Northampton St., Hellertown has an opportunity for a detail-oriented person with excellent organizational and communication skills to serve as an Administrative Assistant/Secretary providing general office support to the church staff. This will be a part-time position, working approximately four hours per day (Mon – Fri) and includes a modest benefits package.



### **Responsibilities:**

Greet visitors; answer phone calls; prepare weekly bulletins; maintains numerous schedules; assist in coordinating events; maintain church records, office calendar, and offering envelope records, assist with social media presence, and order supplies.

### **Requirements:**

- H.S. Diploma
- Intermediate to advanced Microsoft Office skills (Word, Excel).
- Strong editing and proof-reading skills.
- Excellent oral and written communication skills
- Knowledge of office equipment functions and capabilities
- Ability to work independently, prioritize tasks, and respond to the needs of several people.
- Familiarity with (Protestant) church calendar/events.

Interested and qualified candidates please forward a cover letter and resume to [office@firstucchellertown.com](mailto:office@firstucchellertown.com) or mail to First UCC, 501 Northampton St, Hellertown, PA 18055. To learn more about us and our community, please visit our website [www.firstucchellertown.com](http://www.firstucchellertown.com)

**Old wooden folding opera sets** from a church available. Dille Parish UCC, Le Raysville PA. Call 570-744-1227



**Dille Parish UCC**, Le Raysville PA is looking for **an accompanist to play for the choir** and 10:30 worship service in Le Raysville on even numbered months and Pottersville on odd numbered months. If you are interested, call 570-744-1227.

**Church Organist/Choir Director** - Heidelberg Union Church, 5187 Irvin Street, Slatington, PA 18080 (Heidelberg Township--10 minutes north of Schnecksville). Heidelberg Union Church has a Allen Organ (Model MDS 75), two Clavinova pianos and a grand piano. For a job description or inquiries, please e-mail: [hucorganistsearch@gmail.com](mailto:hucorganistsearch@gmail.com).



**HELP WANTED...Facility Caretaker** Union UCC, Neffs is looking for a custodian who is interested in cleaning and maintaining our church building and creating a welcoming place for our members, guests and the community. The position is 24-27 hours a week with some flexibility in scheduling. Applicants must be available to open the building, able to set up and take down tables and chairs, lift 40 pounds, operate a snow blower, use a

wet mop, floor cleaner and buffer, order and maintain equipment and supplies, and communicate with other staff members and volunteers to coordinate the building schedule. Experience preferred. If you'd like to be a part of the work of this church, send a resume to or contact Rev. Kris Snyder-Samuelson at [applycaretaker@gmail.com](mailto:applycaretaker@gmail.com).

**Church Secretary/ Financial Secretary** - Church of the Good Shepherd UCC, Alburtis, PA ...Part-time: Monday – Friday, 9am – 1pm (20 hours per week); Secretary/Financial Secretary. This position will support the day to day office activities of the church and provide administrative support to the pastor, congregation and its ministries.



This position is expected to provide reception desk tasks such as responding to phone calls, welcoming visitors and distributing mail. Other assigned duties include: greeting the public, updating church related member resources, preparing the weekly announcement brochure, recording and maintaining church financial records, creating & maintaining church and ministry related calendars, and scheduling building usage. This position will require a high level of integrity, diplomacy, professionalism, and ability to maintain a high level of confidentiality, advanced working knowledge of MS Office applications and prior experience in a similar role. Experience in Church Windows or related software preferred.

Interested applicants should submit a cover letter, resume and current clearances (PA State Police, PA Childline & FBI) to the Church of the Good Shepherd, Attn: Search Committee, 135 Quarry Rd # 1, Alburtis, PA 18011. Application materials may also be emailed to [gsuccsearch@gmail.com](mailto:gsuccsearch@gmail.com)



**Director of Music** - Christ UCC, 75 East Market St., Bethlehem, PA - Christ Church UCC, 75 East Market Street, Bethlehem, PA. 18018 ([www.christucc.org](http://www.christucc.org)) has an opening for the position of Director of Music. This position is part time, and could possibly be shared, depending on area of expertise. The ideal candidate(s) will: (1) Provide a broad array of musical styles for all age groups, (2) Be proficient with a musical accompaniment instrument (preferably organ and piano), (3) Be able to lead and develop one or more adult, youth, or children's musical groups (vocal, handbell), and (4) Understand the role of music to enable faith formation and a spiritual worship experience. Christ Church has an updated Allen Digital MIDI / Moeller Pipe organ. Please send application, including resume and salary requirement, to [musicsearch@christucc.org](mailto:musicsearch@christucc.org) or directly to the church, Attn. DOM Search



**Part time church sexton position** available. St. Paul's UCC, Northampton. Call [610 261 2910](tel:6102612910) to receive job description.

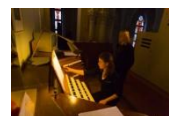
**UCC Greenawalds**, 2325 Albright Avenue, Allentown is **in search of and seeking some New Century Hymnals**. Please contact Michael C. Huffman at [michaelisachristian@gmail.com](mailto:michaelisachristian@gmail.com) or 610-433-6563



**Hand Bell Choir Director:** St. John's UCC, Nazareth, PA seeks a director for two hand bell choirs. The church owns two sets of five octave hand bells and one set of three octave hand chimes. Responsibilities include: Recruiting players as needed, rehearsing and directing two Bell Choirs, selecting and purchasing music, coordinating requests for use of the bells outside of the building with the Director of Music; and maintaining the hand bells and related supplies as needed. Qualifications: Play piano, previous directing experience, and the ability to work well with people. Pennsylvania and FBI clearances required for employment. Salary determined by experience. Call 610.759.0893 for application or e-mail us at [sjuccnaz.org](mailto:sjuccnaz.org)



**Church of the Good Shepherd UCC, 135 Quarry Road, Alburtis, PA 18011, is seeking either an Organist/Choir Director; or an Organist; or a Choir Director. See our church website:**



[www.goodshepherdalburtis.org](http://www.goodshepherdalburtis.org) The sanctuary is equipped with a Fritzsche, two-manual, pipe organ. Our Senior Choir currently has 5 women and 10 men members. Contact the Rev. Scott M. Sanders at the church office: 610-966-2991 or Email: [gsucc71@ptd.net](mailto:gsucc71@ptd.net)



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**ORGANIST or PIANIST NEEDED: St. Mark's UCC, Allentown** is in need of an organist for Sunday service and special services throughout the year. Approximately 90 minutes per service. Salary is negotiable. Please respond to [smucc@ptd.net](mailto:smucc@ptd.net) or mail to: St. Mark's UCC, 52 East Susquehanna St., Allentown PA 18103; Att: Consistory Elders